



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 23.1

Subject: Monitoring and Conducting Facility Sanitation Inspections

Supersedes: DCS 23.1, 05/15/97

Local Policy: No

Local Procedures: Yes

Training Required: Yes

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 05/15/97

Revision date: 04/01/05

Application

To All Department of Children's Services Employees

Authority: TCA 37-5-101; TCA 37-5-102

Policy

The Department of Children's Services shall provide regular monitoring and procedures for facility sanitation inspections in all living, program and work areas to ensure compliance with the Department of Health and American Correctional Association (ACA) Standards.

Procedures

A. Development of housekeeping plans

The superintendent/facility supervisor or designee shall develop written housekeeping plans for the facility. These plans shall include daily, weekly and monthly duties and shall be monitored to ensure the facility complies with applicable health codes.

B. Role of the sanitation coordinator

1. The fire safety officer/fire and safety coordinator shall serve as the sanitation coordinator.
2. The superintendent/designee shall appoint a sufficient number of inspectors to work with the sanitation coordinator to ensure that weekly sanitation inspections encompass the entire facility.

3. Weekly sanitation inspector(s) shall check all areas of the facility. A weekly sanitation checklist, form *CS-0190, Weekly Sanitation Checklist*, shall be completed for each area checked and submitted to the sanitation coordinator by Wednesday of the week following the inspection. Department heads/supervisors are responsible for any corrective action.
4. The sanitation coordinator will re-inspect any area with major deficiencies. For any correctable deficiency where maintenance action is required in a youth development center, the on duty staff shall prepare and submit to their department head a work request on form *CS-0090, Maintenance Work Request*, for approval.
5. DCS group homes shall make arrangements for the correction of the deficiency.

C. Annual health and environment inspection

An annual environmental inspection shall be conducted by the Department of Health. The sanitation coordinator shall document corrective actions.

D. Training for sanitation coordinators and inspectors

Coordinators and weekly inspectors shall receive appropriate training. Training shall include an actual on-site inspection. The balance of training shall include a review of the checklist for sanitation inspections and the requirements of each item.

E. Pest/vermin control

1. Each facility shall contract a licensed pest control agency to provide routine and emergency services adequate for the control of pests and vermin at the facility.
2. At leased facilities, the leaser shall contract for pest control unless otherwise specified in the lease agreement.
3. Employees shall report any observation of insects, rodents, or other vermin and the pest control agency shall be contacted for emergency services when conditions warrant.
4. Employees must also take precautions to eliminate conditions that could be conducive to harboring or breeding such vermin: exit doors must always be closed securely; lids for waste containers holding organic waste must be fastened down; and trash collection areas must be kept clean.

F. Food service areas

Inspection of foodservice areas is addressed by food service policies and not included in the scope of this policy.

Forms

CS0190 Weekly Sanitation Checklist

Collateral Documents

None

Standards

ACA 3JTS-4B-01

ACA 3JTS-4B-02

ACA 3JTS-4B-05

ACA 3JTS-4B-06

ACA 3-JCRF-4B-01

ACA 3-JCRF-4B-02

ACA 3-JCRF-4B-03

ACA 3-JCRF-4B-05

DCS Practice Model Standard – 8-306

Glossary***Term******Definition******Sanitation:***

The application of measures to make environmental conditions favorable to health; the act or process of making sanitary.

Sanitation Coordinator:

The individual assigned to manage, direct and supervise the facility sanitation program.

Sanitation Inspector(s):

The individual(s) designated to perform weekly inspections of assigned area(s) in a youth development center.